

SNEWGA TOURNAMENT CHAIRWOMAN CHECKLIST

- SNEWGA Representative contact Tournament VP (TVP), Brooke Samuelson (brookesam@juno.com) about hosting a tournament.
- Check dates with Pro. Contact TVP with those dates and finalize.
- Form a committee – include a SNEWGA delegate or Board member if desired.
- Determine tournament format and if desired, a specific theme
- Work with your Pro on reasonable greens fees, including cart, for the day. See if discounts are available.
- Determine if a Shotgun or Tee times
- Determine your maximum player field size by accounting for - max number carts available, seating capacity of food venue, speed of play, any other events scheduled at course that day, etc.
- Have a committee member check with restaurant for food costs for the day.
- Decide on a menu – typically for Majors buffets are best. Bag/Box lunch work best, if desired, though food is not required at Invitationals. SNEWGA Sundays = no food required.
- Tournament Entry fee = greens fees + food + \$7-\$10 if needed to supplement money for prizes or supply goodie bag/water.
- Create a tournament flyer – see website for past fliers. Send to TVP for approval.
- Email TVP with finalized flyer for posting on SNEWGA website.
- Create/Determine pairings and create/print scorecards. Check with your Pro to see if he/she can use the TPP program to create the scorecards and cart signs.
- Create Rule Sheet for the day
- Organize volunteers for tournament day (greeters, registration, hole spotters, scoring).
- Determine tournament prize payouts. Prizes for comparable place, both Gross and Net, should be paid the same (i.e. 1st Place Gross prize should be the same as 1st Place Net). For team events you need to give the same prize to every member of the team.
- Determine if you have skill events (i.e. longest drive, closest to pin, etc,) and what prizes will be awarded, such as golf towels, Pro Shop credit, etc. No skill prizes needed for Majors.
- Determine whether your prizes will be Pro Shop credit, gift cards from a major retail store. Prizes awarded for golf winners **cannot** be cash.
- Determine if a Raffle needs to be held to cover/supplement tournament expenses and/or prizes. Running a Cash raffle for that purpose is allowable.
- Determine where bag drop will be. (Bag boys/girls? Tip jar?).
- Set up scorecards and pairings.
- Create an alphabetic list of players with starting hole assignments and/or tee times.
- Record scores of the entire field and names of any skill prize winners and email to TVP and for Major tournaments only, also email the same info to the Publicity Coordinator.
- Retain the score sheets and all the scorecards, for at least two weeks, in case they are needed by the Handicap Chair to ensure proper posting.
- Complete Tournament Expense Report and return to both the SNEWGA TVP and Treasurer.

*** COMPLETE INSTRUCTIONS ON EACH OF THE ABOVE IS PROVIDED ON THE SNEWGA WEBSITE UNDER [GUIDELINES & FORMS](#) – click on the link for **Tournament Guidelines** in the list near the top of the page